



MEETING OF THE

ADMINISTRATION COMMITTEE

Main Office

818 West Seventh Street
12th Floor
Los Angeles, California
90017-3435

t (213) 236-1800

f (213) 236-1825

www.scag.ca.gov

Officers: President: Yvonne B. Burke, Los Angeles County • First Vice President: Gary Ovitt, San Bernardino County • Second Vice President: Richard Dixon, Lake Forest • Immediate Past President: Toni Young, Port Hueneme

Imperial County: Victor Carrillo, Imperial County • Jon Edney, El Centro

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Orange County: Chris Norby, Orange County • Christine Barnes, La Palma • John Beauman, Brea • Lou Bone, Tustin • Art Brown, Buena Park • Richard Chavez, Anaheim • Debbie Cook, Huntington Beach • Leslie Daigle, Newport Beach • Richard Dixon, Lake Forest • Paul Glaab, Laguna Niguel

Riverside County: Jeff Stone, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

San Bernardino County: Gary Ovitt, San Bernardino County • Lawrence Dale, Barstow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallon, Highland • Deborah Robertson, Rialto • Alan Wapner, Ontario

Ventura County: Judy Mikelis, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Lou Correa, County of Orange

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Keith Millhouse, Moorpark

11.14.06

PLEASE NOTE CHANGE IN TIME

Thursday, April 5, 2007

9:00 a.m. – 9:30 a.m.

SCAG Offices

818 West 7th Street, 12th Floor

Conference Room San Bernardino

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or summers@scag.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov/committees/ac.htm

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

Administration Committee Membership

April 2007

*Young, Toni, **Chair***

*Washburn, Dennis, **Vice Chair***

Port Hueneme

Calabasas

Immediate Past President

EEC

Member

Aldinger, Jim
Baldwin, Harry
Becerra, Glen
Burke, Yvonne
Clark, Margaret
Dixon, Richard
Edney, Jon
Loveridge, Ronald
Lowenthal, Bonnie
Masiel, Andrew
McCallon, Larry
Nowatka, Paul
O'Connor, Pam
Ovitt, Gary
Parks, Bernard
Pettis, Greg
Roberts, Ron
Wapner, Alan

Representing

Manhattan Beach
San Gabriel
Simi Valley
Los Angeles
Rosemead
Lake Forest
El Centro
Riverside
Long Beach
Pechanga Band of Luiseno Mission Indians
Highland
Torrance
Santa Monica
San Bernardino
Los Angeles
Cathedral City
Temecula
Ontario

Affiliation

SBCCOG
TCC
Ventura County
President
EEC
Officer
CEHD
Riverside County
TCC
Appointed
Appointed
Appointed
Appointed
Officer
Appointed
CVAG
WRCOG
SANBAG

ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Toni Young,
Chair

2.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of March 1, 2007 Meeting

1

Attachment

4.1.2 Contracts over \$250,000

7

Attachment

4.2 Receive & File

4.2.1 Purchase Orders and MOUs
between \$5,000 - \$250,000

14

Attachment

ADMINISTRATION COMMITTEE

AGENDA

			PAGE #	TIME
5.0	<u>ACTION ITEMS</u>			
5.1	<u>Appointment of Chair of the Administration Committee to serve as a Director of California Joint Powers Insurance Authority (CJPIA) Attachment</u> Recommended Action: Recommend that the Regional Council appoint the Chair of the Administration Committee as the Designated Representative to the Board of Directors of the CJPIA, and that the CFO serve as the Designated Alternate.	Wayne Moore, CFO	15	5 minutes
5.2	<u>Applications for US DOT Urban Partnership Agreement, Value Pricing Pilot Program & Intelligent Transportation System Program Attachment</u> Recommended Action: Authorize SCAG to apply for, and if awarded, authorize the Executive Director or his designee to accept the United States Department of Transportation (USDOT) Urban Partnership Designation and Value Pricing Pilot Program and Intelligent Transportation System Programs Grant Funds.	Wayne Moore, CFO	17	5 minutes
6.0	<u>INFORMATION ITEMS</u>			
6.1	<u>CFO Monthly Financial Report for February 2007 Attachment</u>	Wayne Moore, CFO	20	10 minutes
6.2	<u>Update on Best Practices Attachment</u>	Richard Howard, SCAG Staff	33	5 minutes

ADMINISTRATION COMMITTEE

AGENDA

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TIME

7.0 AUDIT COMMITTEE REPORT

Hon. Paul
Nowatka, Chair

8.0 STAFF REPORT

9.0 FUTURE AGENDA ITEMS

Any Committee member or staff desiring to place items on a future agenda may make such a request.

10.0 ANNOUNCEMENTS

11.0 ADJOURNMENT

Due to the 2007 General Assembly, the Administration Committee will not meet in May. The next meeting will be held on June 7, 2007 in conjunction with the Retreat in Lake Arrowhead, California.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

March 1, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

Members Present

Bowlen, Paul	City of Cerritos
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Pettis, Greg	City of Cathedral City
Wapner, Alan	City of Ontario
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni (Chair)	City of Port Hueneme

Members Not Present

Aldinger, Jim	Manhattan Beach
Baldwin, Harry	City of San Gabriel
Becerra, Glenn	City of Simi Valley
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
O'Connor, Pam	City of Santa Monica
Ovitt, Gary	County of San Bernardino
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:00 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Action items reviewed in the following order: 6.0 & 7.1

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of February 1, 2007

4.1.2 Resolution No. 07-485-1 for
Facsimile Signature Processing

4.1.3 Authorization of \$2,500.00 from the
General Fund for the 2007 Aviation Summit

4.1.4 Amendment to I-710 (south) EIR/EIS MOU

4.1.5 Disadvantaged Business Enterprise (DBE

4.2 Receive and File

4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000 and MOUs Between
\$5,000 to \$250,000

Motion by (Washburn) to approve the consent calendar. Motion was seconded (Bowlen) and unanimously approved.

**6.0 SUBCOMMITTEE FOR MEETING
DAY SCHEDULE**

The meeting times set forth below were proposed by the subcommittee. Toni Young reported on the meeting day schedule as follows:

- Administration Committee 8:30 a.m. - 9:00 a.m.
- Policy Committees 9:00 a.m. – 11:30 a.m.
- Regional Council 11:45 a.m. – 1:15 p.m.
- Executive Committee At the Presidents will.

Motion by (Loveridge) to approve the new meeting times. Motion was seconded (Wapner) and unanimously approved.

7.0 INFORMATION ITEMS

7.1 CFO Monthly Financial Report for January 2007

Wayne Moore, CFO reported:

- The check signing machine will be implemented this month after the resolution on this agenda has passed. Specific criteria and requirements will then be forwarded to the Bank of the West to implement the program.
- SCAG will continue the line of credit with the Bank of the West
- The first draft of the Overall Work Program (OWP) Budget, the General Fund Budget and the Indirect Cost Budget was completed.
- The Contracts area initiated a Best Practices review process and initiated an internal audit on compliance with federal and state contracting guidelines. In response to the Audit Committees' request, a schedule is in process for completing all of the Best Practices review items.

5.0 ACTION ITEMS

5.1 FY 2007/08 Comprehensive Budget

Wayne Moore, CFO gave an overview of the Comprehensive Budget. In summary, SCAG is required by federal and state law to develop the Draft Overall Work Program (OWP) and the Indirect Cost Budget. These budgets must be submitted to Caltrans for review and approval before any dollars can be expended by SCAG. The comprehensive budget includes the OWP, the General Fund Budget, the Indirect Cost Budget (ICAP) and the Fringe and Leave Budgets. This item requests the authorization to release the Draft OWP & ICAP to Caltrans for review, initiate a 30 day public comment period, and transmit the General Fund Budget to the General Assembly.

The line item budget for the entire agency is as follows:

- Comprehensive Budget \$42.6 million
- OWP Budget \$41 million
- General Fund Budget \$1.5 million
- Indirect Cost Budget \$11.1 million

The budget of \$42.6 million is slightly lower than the budget proposal presented last month due to some changes in the internal reserve requirements and additional carry-over items.

Motion by (Washburn) to approve. Motion was seconded (Bowlen) and unanimously approved.

5.2 RHNA Budget Report Update

Wayne Moore, CFO provided an overview of the RHNA budget process and the need to reallocate \$100,000 within the General Fund budget to fund the RHNA project. The additional funds will continue funding for the housing allocation process to support sub regional delegations, evaluation of appeals and the trade and transfer process. The final budget projections for the current fiscal year are predicated upon the number and nature of appeals that result from the process, which will be known on March 16, 2007. SCAG will need to address any issues that may arise from the appeal process. This will cause additional staff work, and based on the level of effort that is going to be required, the cost may exceed the original budget of \$500,000.

Toni Young expressed concern over the potential to go over the original \$500,000 budget.

It was expressed by both Mark Pisano and Hassan Ikhrata that due to a revision process in the new legislation; additional funds may now be required. Mark Pisano also stated that SCAG's objective is to find alternative sources to reimburse the General Fund budget for the \$500,000.

Motion by (Edney) to approve. Motion was seconded (Washburn) and unanimously approved.

5.3 Authorization to Apply for Federal Highway Administration Grants Administered by CALTRANS

Motion by (Washburn) to approve. Motion was seconded (Edney) and unanimously approved.

5.4 Personnel Committee

5.4.1 Results of Classification Study, Request for Approval

Rhonda Lawrence, SCAG staff provided, a summary outlining the classification levels and the salary ranges for the revised/new Accounting (creating a new class of Accounting Systems Analyst to help with SAP) Budget, Contracts and Modeling Series. This study is the third classification and compensation study conducted in-house to update the classification and compensation plan since the study conducted by Personnel Concepts in 2001. Generally, the classification series changes better describe the work being performed and assist with recruiting. The recommendations result in seven positions being reclassified; the

cost of those reclassifications is approximately \$9,700.00 for the remainder of the fiscal year.

In response to a question by Dennis Washburn regarding the SAP functions and problems that most school districts and community colleges are facing, Mr. Moore responded that SCAG is not having any significant problems with SAP. SCAG employs a contract specialist who assists periodically. Internally, SCAG is building its to manage the SAP system; the focus was on that area in the classification study specifically for the Accounting Systems Analyst position.

Motion by (Washburn) to approve. Motion was seconded (Wapner) and unanimously approved.

8.0 AUDIT COMMITTEE REPORT

Hon. Paul Nowatka, reported that the working group will meet on March 21, 2007 to discuss the GASB45 and Supplemental Defined Pension Plan issues.

9.0 STAFF REPORT

Wayne Moore, CFO stated that copies of the entire OWP budget book will be available at the Regional Council meeting.

10.0 FUTURE AGENDA ITEMS

Recommendations by the Audit and Personnel Committee Working Group on the GASB 45 and Supplemental Defined Benefit Pension Plan.

11.0 ANNOUNCEMENTS

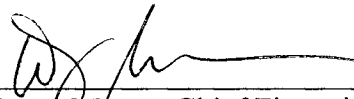
There were no announcements

12.0 ADJOURNMENT

Hon. Toni Young, Chair, adjourned the meeting at 9:30 a.m.

The next meeting of the Administration Committee will be held at the Downtown Los Angeles SCAG offices on Thursday, April 5, 2007.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

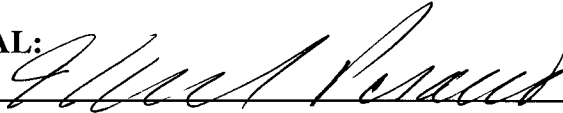
MEMBER HANDLING EX- COUNTY		Representing Ex-County	X = County Represented						X = Attended						= No Meeting						NM = New Member																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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* Regional Council Member

REPORT

DATE: April 5, 2007
TO: Administration Committee and Regional Council
FROM: Leyton Morgan, Manager of Contracts
SUBJECT: Contracts Over \$250,000

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve

BACKGROUND:


Carter & Burgess, Inc.
Perform detailed field survey of the Region's highway system

\$499,995

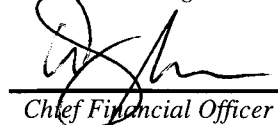
FISCAL IMPACT:

The cost associated with this project are captured in Work Element Number 07-070.SCGC02.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

CONSULTANT CONTRACT

Consultant: Carter & Burgess, Inc.

Scope: The purpose of this project is to develop a detailed highway inventory based on a Geographic Information System (GIS) approach for use in the regional and subregional modeling process. The Consultant will perform a detailed field survey of the Region's highway system. Existing city and Caltrans data will also be incorporated into the database. The goal of the study is to create a highway attribute database needed to calculate model speeds and capacities. Key highway attributes include: functional classification, number of lanes by time period, link distance, posted speeds, median type, directionality (one-way and two-way streets), on-street parking allowed or restricted, truck prohibitions, and intersection control type. The Inventory is composed of two major components: (1) an underlying GIS digital street network, and (2) a detailed database describing each highway segment and intersection.

Contract Amount:	Total not to exceed	\$499,995
	Carter & Burgess, Inc (prime)	\$428,195
	Field Data Services (subcontractor)	\$ 71,800
Contract Period:	March 1, 2007 through June 30, 2008	

Work Element:	07-070.SCGC02	\$499,995	Funding Sources: Consolidated Planning Grant – FHWA
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Request for Proposal: Notification of RFP 07-049 was e-mailed to 447 consultants and was posted on The Urban Transportation Monitor's website (lawleypublications.com), American Planning Association's website, and SCAG's bid management website. A total of 38 firms downloaded the RFP. The following consultant(s) responded to the Regional Highway Inventory Update Request for Proposal:

Carter & Burgess, Inc. (1 subcontractor)	\$499,995
Parsons Brinckerhoff (PBQ&D) (3 subcontractors)	\$499,999
Wilbur Smith Associates (2 subcontractors)	\$499,660

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with the three consulting firms.

The PRC was comprised of the following individuals:

Michael Ainsworth, Lead Modeling Analyst, SCAG
Guoxiong Huang, Lead Modeling Analyst, SCAG
Steve Smith, Principal Transportation Analyst, SANBAG
Tony Van Haagen, Senior Planner, Caltrans District 7
Paul Burke, Transportation Manager 4, MTA

Basis for Selection:

The PRC recommends Carter Burgess for the contract award because of this firm's experience in performing similar assignments and Carter & Burgess' firm commitment to fulfill the expectations set forth in the Scope of Work. Carter & Burgess will complete the demanding work tasks within a very limited budget and have committed to delivering the Highway Inventory by June 30, 2008.

Carter & Burgess' proposal and interview demonstrated an excellent project understanding. They were the only firm with direct experience gathering highway attribute data in the field. They recently successfully completed a similar inventory project for the Phoenix area MPO. They are able to reduce project costs by applying computer programs and techniques developed for their earlier survey efforts, ie – the Phoenix Project. In addition, Carter & Burgess' Project Manager has the most direct experience in leading this type of survey effort and demonstrated a good understanding of both the technical and administrative challenges presented by this project.

All three consultant teams stated that the budget was very tight given the magnitude of the effort. Carter & Burgess was the only firm that provided a strong commitment that if needed, would drive the entire Regional major street system to gather the attribute data. Their data gathering procedures and database management system were much more advanced than the other bidders. Their proposal also effectively utilized GIS to warehouse and display the data. Carter Burgess has developed specialized computer programs and utilizes specially outfitted vehicles that automate the data gathering process. In addition, they have offered to create a photo log of the Region's major highways. They also demonstrated a good understanding of the principles of traffic engineering, intersection delay, and the speed/capacity relationship used in the transportation model.

All of the bidders proposed similar contract amounts and schedules. The PRC believes that Carter & Burgess has the best overall project understanding, is very experienced in conducting this type of survey, and will provide a best overall value to SCAG due to their proven track record of providing quality work.

SCAG CONFLICT OF INTEREST FORM

RFP No. 07-049

SECTION I: INSTRUCTIONS

All persons or firms seeking Federal funded contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed sub-consultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "Doing Business with SCAG," whereas the SCAG staff and Regional Council member lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: Carter & Burgess, Inc.

Name of Preparer: Bruce Russell

Project Title: Regional Highway Inventory Update

RFP Number: RFP No. 07-049 Date Submitted: October 18, 2006

SECTION II: QUESTIONS

- During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

☐ YES ☒ NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

☐ YES ☒ NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

☐ YES ☒ NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

☐ YES ☒ NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

☒ YES ☐ NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Please see attached listing


Name	Date	Dollar Value

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposing agency.

DECLARATION

I, (printed full name) Bruce S. Russell, (Social Security Number; optional) _____ hereby declare that I am the (position or title) Sr. Vice President of (firm name) Carter & Burgess, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated October 16, 2006 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



 Signature of Person Certifying for Proposing Agency
 (original signature required)

10 / 16 / 06

 Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

**Carter & Burgess, Inc.
Corporate Contributions**

Date	Name	ID#	Amount
4/12/2006	PADILLA FOR SENATE	1278241	500
4/28/2006	COMMITTEE TO ELECT GARY OVITT	1262848	990
5/18/2006	NORBY FOR SUPERVISOR	1237231	250
4/27/2005	VILLARAIGOSA FOR MAYOR 2005 GENERAL	1275257	1,000
5/17/2005	NORBY FOR SUPERVISOR	1237231	250
10/20/2004	PAUL GLAAB FOR CITY COUNCIL	390200	250
5/5/2004	FRIENDS OF LOU CORREA	367867	249
9/3/2004	NORBY FOR SUPERVISOR	1237231	249

MEMO

DATE: April 5, 2007
TO: Administration Committee
Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: Contracts and Purchase Orders between \$5,000 - \$250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Contract(s) between \$5,000 and \$250,000

- URS Corporation \$248,126
(Review of regional transportation security needs)
- Caliper Corporation \$120,000
(Develop a quick response model for testing planning scenarios, etc.)
- Iteris, Inc, dba Meyer Mohaddes Associates \$104,486
(Develop new transportation model for Arroyo Verdugo Subregion)
- Katz, Okitsu & Associates \$99,956
(Interchange study)

SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- Ontario Convention Center \$16,000
(10th Regional Economic Forecast Conference)
- SBC California \$12,220
(Renewal of Phase 3 Cisco software, maintenance & license agreement)
- Microlink Enterprise, Inc. \$9,366
(CiscoSmartNet software, maintenance & license agreement)

FISCAL IMPACT:

None. Funding is available.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer



REPORT

DATE: April 5, 2007

TO: Administration Committee
Regional Council

FROM: Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov

SUBJECT: APPOINTMENT OF CHAIR OF ADMINISTRATION COMMITTEE TO SERVE AS A
DIRECTOR OF CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Recommend that the Regional Council appoint the Chair of the Administration Committee the designated representative to the Board of Directors of the California Joint Powers Insurance Authority (CJPIA) and that the Chief Financial Officer serve as the designated alternate.

BACKGROUND:

The CJPIA is an insurance pool created in 1977 to provide protection to its 109 members against general liability and workers' compensation losses through pooling of losses, self-insurance, and purchasing insurance. SCAG is a member of the CJPIA and is required to have an elected official as its representative on the Board of Directors (see attached Article 7 of CJPIA's Joint Powers Agreement). The elected official shall be selected from SCAG's legislative body.


In addition, SCAG is required to appoint at least one alternate who shall be an officer or employee. The alternate shall have the authority to attend, participate and vote in any meeting of the Board in the absence of the regular member.

For several years, SCAG has not had an elected official serve on the CJPIA Board of Directors, which has resulted in lack of input into CJPIA policy and direction to SCAG staff. To remedy this situation, staff recommends that the Chair of the Administration Committee be permanently appointed as SCAG's representative to the Board of Directors of the California Joint Powers Insurance Authority (CJPIA) and that the Chief Financial Officer serve as the alternate.

FISCAL IMPACT:

The cost of workers' compensation and general liability premiums is provided for in the FY07 budget.

Reviewed by:



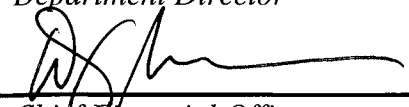
Division Manager

Reviewed by:



Department Director

Reviewed by:



Chief Financial Officer

ARTICLE 7

BOARD OF DIRECTORS

(a) The Authority shall be governed by the Board of Directors which is hereby established and which shall be composed of one representative from each Member, who shall be selected from the legislative body of that Member.

(b) Each legislative body, in addition to appointing its member of the Board, shall appoint at least one alternate who shall be an officer or employee of the Member. The alternate shall have the authority to attend, participate in and vote at any meeting of the Board when the regular member for whom he or she is an alternate is absent from said meeting.

(c) Each member of the Board shall have one vote.


REPORT

DATE: April 5, 2007

TO: Administrative Committee
Regional Council

FROM: Wayne Moore, Chief Financial Officer, 213-236-1804, moore@scag.ca.gov

SUBJECT: Applications for US DOT Urban Partnership Agreement, Value Pricing Pilot Program and Intelligent Transportation System Program

EXECUTIVE DIRECTOR'S APPROVAL:  for mp

RECOMMENDED ACTION:

Authorize SCAG to apply for, and if awarded, authorize the Executive Director or his designee to accept the United States Department of Transportation (USDOT) Urban Partnership designation and Value Pricing Pilot Program and Intelligent Transportation System Program grant funds.

BACKGROUND:

The USDOT is soliciting applications, due April 30, 2007, to enter into an Urban Partnership Agreement with USDOT. Also due April 30, 2007 are separate applications for grant funds under the Value Pricing Pilot Program (VPP) and Intelligent Transportation System Operational Testing to Mitigate Congestion Program (ITS-OTMC).

The Urban Partner Program is seeking metropolitan areas willing to implement a comprehensive policy response to urban congestion, including (a) a congestion pricing demonstration, (b) enhanced transit services, (c) an increased use of telecommuting and flex scheduling, and (d) advanced technology deployments. USDOT plans to select 1-5 "Urban Partners," and will support them with available financial resources, regulatory flexibility, and Departmental expertise. Agencies with the designation will receive preferential treatment in the award of VPP and ITS-OTMC grant funds. Preliminary designations will be announced by June 8, 2007 and USDOT will work with these agencies to determine Urban Partner feasibility. Final Urban Partner designation will be announced by August 8, 2007, along with the awards for VPP and ITS-OTMC grant funds.

SCAG staff is working with representatives of Los Angeles County Metropolitan Transportation Authority (LA Metro), City of Los Angeles, Caltrans, Los Angeles County, and the Ports of Long Beach and Los Angeles to jointly apply for the Urban Partnership designation. Work is also underway to develop one or more applications for VPP and ITS-OTMC grant funds. Applications are in development for an Integrated Corridor Management (ICM) project along the I-10 from Santa Monica to the I-57, and the expansion of freeway corridor management planning project currently being conducted by SCAG for the I-210 and I-405 under a State Planning and Research grant administered by Caltrans. Additional information about these grant programs is summarized below.

REPORT

Administrative Committee
Regional Council
April 5, 2007
Page 2

Urban Partnership Agreements

USDOT is seeking metropolitan areas that demonstrate strategies with a track record of effectiveness in reducing traffic congestion to enter into partnership with USDOT. Signatories may include city and county governments, MPO's, State DOT's, chambers of commerce, academic institutions, or other responsible organizations. In return for a commitment to adopt innovative, system-wide solutions to traffic congestion, USDOT proposes to support its Urban Partners with resources (funding from a combination of grants, loans, and borrowing authority), regulatory flexibility, expedited federal approvals, and dedicated expertise and personnel. Although no funding is associated with the Urban Partners designation, funding preference will be given to Urban Partner agencies that separately apply for VPP and ITS-OTMC grant funds.

Value Pricing Pilot Program (VPP)

The overall objective of the VPP program is to establish local value pricing pilot programs. The VPP program's primary focus is on value pricing with road tolls, with a secondary focus on other market-based approaches for congestion relief that do not involve road tolls, such as mileage-based vehicle taxes and leasing fees, parking pricing, and car sharing.

Projects are being sought that have the greatest potential to lead to significant, broad, and near-term congestion relief and achieve at least one of the following: (1) build public support and a technical foundation for near term congestion pricing; (2) develop a pricing program with detailed plans and specifications leading to near-term implementation; and/or (3) implement broad-based pricing and evaluate its effectiveness. Implementation projects should bring about new pricing while pre-implementation projects should demonstrate that near-term implementation is likely, most preferably by January 2009, especially for FY 2007 applications. A maximum of \$12 million is authorized for each of the fiscal years 2007 through 2009 to be made available to carry out the VPP program requirements.

Intelligent Transportation System Operational Testing to Mitigate Congestion Program (ITS-OTMC)

The overall objective of the ITS-OTMC Program is to facilitate the operational testing and evaluation of innovative and aggressive congestion reduction strategies incorporating ITS systems that can demonstrate measurable reductions in congestion levels in the deployment areas. Up to \$100 million over three years will be awarded through the ITS-OTMC Program in support of innovative technology-based strategies to reduce congestion. Projects are sought that address the operational testing and evaluation of innovative uses of technology to address congestion on a specific facility or facilities, such as a corridor, an urban area or region, and that can directly result in significant, broad, and near-term congestion relief (e.g., within 12 to 18 months from the date of award). Projects may include demand management pricing strategies, advanced traffic signal control, innovative incident detection and management strategies, integrated corridor management, parking management tied to transit service, high occupancy/toll (HOT) lanes, managed lanes,

REPORT

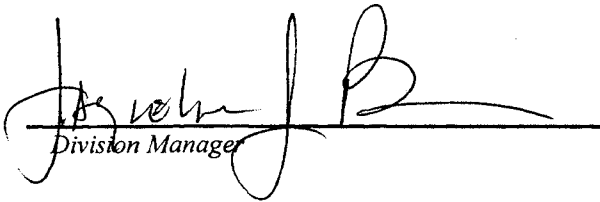
Administrative Committee
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Page 3

ramp control, lane-keeping devices or longitudinal control designed to enhance spatial efficiency on existing highways, precision docking, signal priority systems for buses, contactless fare collection, real-time travel information (bus arrival times, schedules, emergency information to first-responders, etc.), advanced traveler information systems, parking alerts or automatic vehicle locator systems. USDOT encourages the submission of project proposals that contain technologies which support pricing strategies. Projects that use technology to support and combine congestion mitigation strategies (such as congestion pricing, expansion of transit capacity, and telecommuting) are encouraged.

FISCAL IMPACT:

Awarded projects will require a twenty percent (20%) match, to be provided by SCAG local funding and/or local partner agencies. Grant funds awarded to SCAG, and associated match, will be added to SCAG's OWP, to conduct the approved projects.

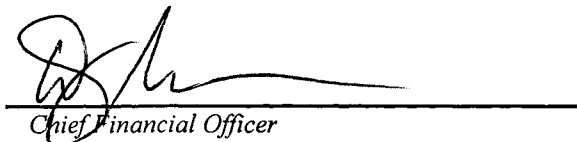
Reviewed
by:


Division Manager

Affirmed
by:

Department Director

Affirmed
by:


Chief Financial Officer

MEMO

DATE: April 5, 2007
TO: Administration Committee and Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: CFO Monthly Report for February 2007

BACKGROUND:

Accounting:

The Accounting Division implemented the “Automatic Clearing House Block” program with Bank of the West to prevent any unauthorized electronic transfers for our operating accounts. Effective April 1, 2007 “Positive Pay” is scheduled for implementation. This feature will only authorized the bank to pay of checks that have been pre identified by amount and check number.

Attached is the final Dues Payment Schedule for fiscal year 2006 – 2007. It includes the non-renewal of one membership, the addition of four new member cities and the Pechamga Band of Luiseno Indians. In addition, the City of Westminster is expected to join SCAG this month.

Staff developed a first draft of a handbook to serve as a resource to subregions for invoice preparation. This will serve as a training tool and is intended to ensure consistency in the accounts administrations payable process and improve the efficiency of the overall billing process. Once the final draft is completed, this document will be submitted to the subregional coordinator for review.

Budget and Grants:

Budget & Grants staff finalized the draft FY 07-08 SCAG Comprehensive Budget which includes the Overall Work Program (OWP) Budget, the General Fund Budget and the Indirect Cost Budget. The draft FY07-08 Comprehensive Budget was approved by the Regional Council. The draft OWP was submitted to Caltrans for review and approval and it was released to the public for a 30-day comment period. There was an outreach to all SCAG member counties, city managers and planning representatives notifying them of the draft FY07-08 OWP’s posting to SCAG’s webpage. The General fund Budget will be submitted to the General Assembly for approval.

Budget and Grants also continued to provide technical assistance to program staff on FY 06-07 budget issues. They worked with program staff to prepare a grant application for FHWA Transportation, Community & System Preservation (TCSP) funds.

MEMO

Contracts:

Contracts Administrator Lori Grebbien collaborated with the Business Operations unit in restructuring our copier lease contracts and reduced annual operating costs by \$30,000. Contracts also staff generated cost savings for letterhead costs by insourcing that process. Sr. Contracts Administrator Sandee Scott was selected as the Non-Certifying Agencies Representative for the California Unified Certification Program (CUCP). This position is a liaison for the Southern California Cluster of public agencies that do not certify Disadvantaged Business Enterprises. Sandee will be expected to voice concerns of and provide feedback to non-certifying agencies. The CUCP is charged with the responsibility of certifying firms and compiling and maintaining a single statewide database of certified DBEs, pursuant to 49 CFR Part 26.

Ongoing processes included:

- Executing Notices to Proceed for 4 Contracts
- Executing Notices to Proceed for 2 Contract Amendments
- Posting 3 RFPs

FISCAL IMPACT:

There is no fiscal impact.

Reviewed by:



Chief Financial Officer

Southern California Association of Governments
Total Budget vs. Actual Expenditures and Encumbrances
For the Eight Months Ending February 28, 2007

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d		e Expenditures	f Encumbrances	(d-e-f) g		h % Budget Remaining
				Forecasted Budget				Budget Balance		
Salaries and Fringe Benefits	\$15,293,452	\$162,074	\$	-	\$15,455,526	\$8,710,417	\$	\$6,611,782	133,327	43%
Consultants & Professional Services	17,799,082	218,040	\$	-	18,017,122	3,164,947		\$2,376,163	12,476,012	13%
Sub Region Consultants & Staff Projects	4,268,112	(180,000)	\$	-	4,088,112	112,269		\$354,668	3,621,175	9%
Direct & Indirect Costs	5,379,519	(258,381)	\$	-	5,121,138	2,464,242		\$1,515,960	1,140,936	30%
All Other	3,875,094	342,793	\$	-	4,217,887	1,109,439		\$3,108,448	-	74%
Total	\$ 46,615,259	\$ 284,526	\$	-	\$ 46,899,785	\$ 15,561,314	\$	\$ 13,967,021	17,371,450	30%

- 1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.
- 2) OWP Admin Amend 1 approved by Caltrans on August 15, 2006.
- 3) OWP Admin Amend 2 approved by Caltrans on December 7, 2006.
- 4) General Fund budget changes due to RHNA staff and travel.

Southern California Association of Governments
General Fund Budget vs. Actual Expenditures and Encumbrances
For the Eight Months Ending February 28, 2007

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d		e Expenditures	f Encumbrances	(d-e-f) g		h % Budget Remaining
				Forecasted Budget	Budget			Budget Balance	Balance	
Salaries and Fringe Benefits	\$100,000	\$ 265,001	\$ -	\$ -	365,001	\$390,518	\$ -	(\$25,517)		-7%
Consultant and Professional Services	513,050	25,000	-	-	538,050	180,502	225,127	\$132,421		25%
Regional Council (RC) Support	304,800	45,000	-	-	349,800	108,010	38,765	\$203,025		58%
RC Special Projects and Sponsorships	109,800	(10,000)	-	-	99,800	34,461	50,000	\$15,339		15%
All other Budget Categories	493,953	(325,000)	-	-	168,953	26,879	-	\$142,074		84%
Total	\$ 1,521,603	\$ 1	\$ -	\$ -	1,521,604	\$ 740,370	\$ 313,892	\$ 467,342		31%

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.

2) General Fund budget changes due to RHNA staff and travel.

**Budget v. Actual and Encumbrances
Through February 2007**

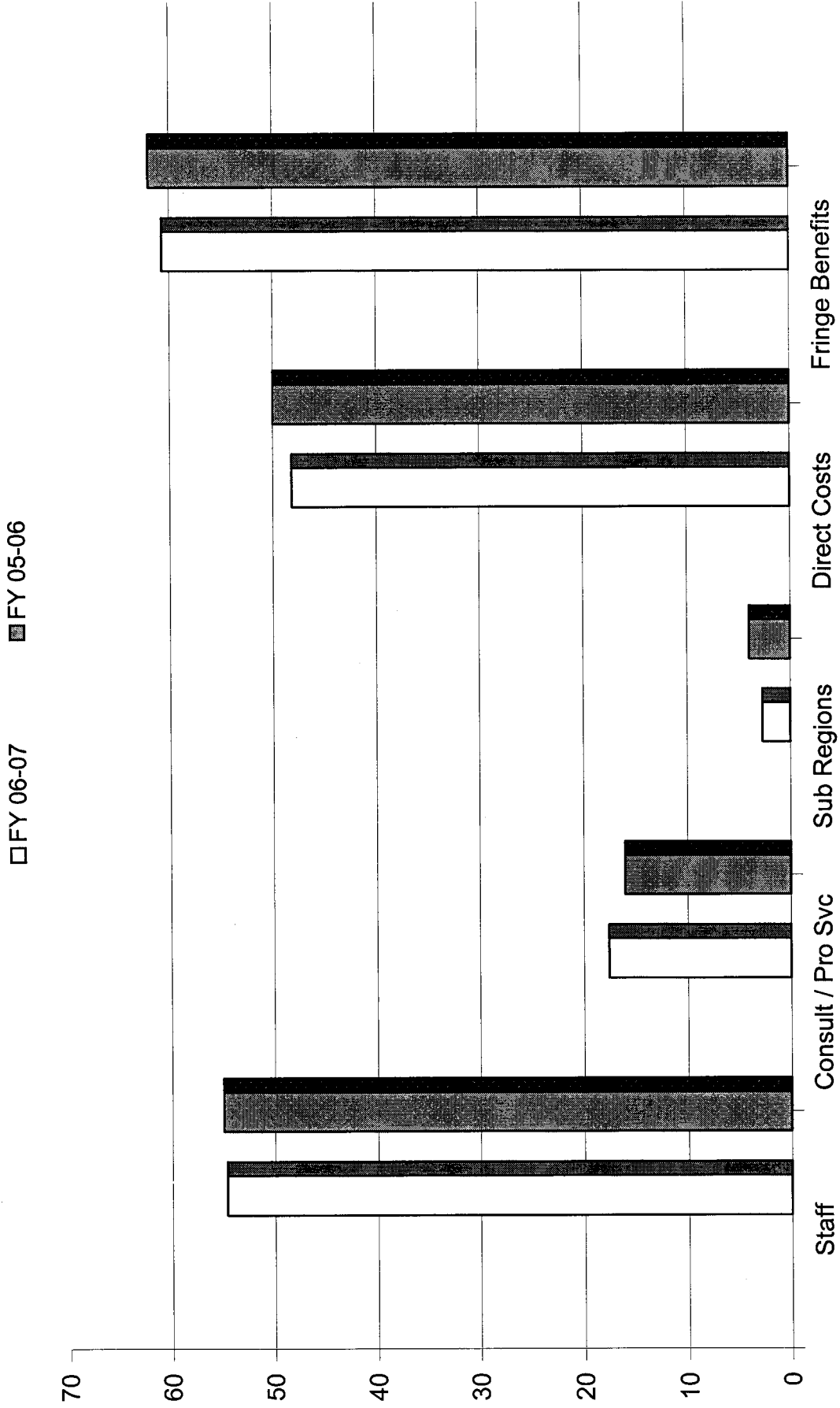
	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures		Balance	Pct of Bud	Encum- brances	Expenditures Plus Encumbrs	Balance	Pct of Bud
				Thru Feb							
Staff											
Salaries	10,605,287	140,074	10,745,361	5,767,085		4,978,276	54%	-	5,767,085	4,978,276	54%
Temporary Help	395,920	22,000	417,920	337,080		80,840	81%	133,327	470,407	(52,487)	113%
	11,001,207	162,074	11,163,281	6,104,165		5,059,116	55%	133,327	6,237,492	4,925,789	56%
Consultant / Professional Services											
SCAG Consultant	17,254,082	247,540	17,501,622	3,020,602		14,481,020	17%	12,319,157	15,339,759	2,161,863	88%
Legal Services	535,000	(25,000)	510,000	141,345		368,655	28%	143,632	284,977	225,023	56%
Professional Services	10,000	(4,500)	5,500	3,000		2,500	55%	13,223	16,223	(10,723)	295%
	17,799,082	218,040	18,017,122	3,164,947		14,852,175	18%	12,476,012	15,640,959	2,376,163	87%
Sub Regions											
Subregional Consultant	3,021,696	(88,000)	2,933,696	69,869		2,863,827	2%	2,517,215	2,587,084	346,612	88%
Subregional Staff Projects	1,246,416	(92,000)	1,154,416	42,400		1,112,016	4%	1,103,960	1,146,360	8,056	99%
	4,268,112	(180,000)	4,088,112	112,269		3,975,843	3%	3,621,175	3,733,444	354,668	91%
Direct Costs											
Internet Access Fees	3,000	-	3,000	1,677		1,323	56%	1,366	3,043	(43)	101%
Software Support	506,363	(22,000)	484,363	103,599		380,764	21%	6,479	110,078	374,285	23%
Hardware Support	57,000	-	57,000	22,260		34,740	39%	38,752	61,012	(4,012)	107%
Repair - Maintenance	0	-	0	0		0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	25,468		4,532	85%	15,851	41,319	(11,319)	138%
Office Rent - Main Office	1,200,807	-	1,200,807	841,542		359,265	70%	227,345	1,068,887	131,920	89%
Office Rent - Satellite Office	56,000	-	56,000	39,188		16,812	70%	10,980	50,168	5,832	90%
Equipment Leases	511,247	-	511,247	306,432		204,815	60%	174,327	480,759	30,488	94%
Equipment Repairs	34,730	-	34,730	9,714		25,016	28%	6,208	15,922	18,808	46%
Insurance	183,985	-	183,985	180,150		3,835	98%	-	180,150	3,835	98%
Payroll and Bank Process Fee	34,500	-	34,500	17,706		16,794	51%	-	17,706	16,794	51%
Office Supplies	115,500	-	115,500	73,120		42,380	63%	48,994	122,114	(6,614)	106%
Office Maintenance	-	-	-	-		-	0%	-	-	0	0%
Small Office Purchase	496,095	2,700	498,795	85,233		413,562	17%	282,867	368,100	130,695	74%
Telephone Charges	90,526	-	90,526	40,676		49,850	45%	288	40,964	49,562	45%
Postage and Delivery	82,000	-	82,000	31,918		50,082	39%	38,460	70,378	11,622	86%
SCAG Memberships	97,814	-	97,814	80,104		17,710	82%	-	80,104	17,710	82%
Professional Memberships	10,980	-	10,980	3,650		7,330	33%	584	4,234	6,746	39%
Resource Materials and Subs	43,550	-	43,550	74,691		(31,141)	172%	114,387	189,078	(145,528)	434%
Depreciation - Furniture	5,000	-	5,000	6,763		(1,763)	135%	-	6,763	(1,763)	135%
Depreciation - Computer	40,000	-	40,000	26,437		13,563	66%	-	26,437	13,563	66%
Amortization Lease	0	-	0	1,339		(1,339)	0%	-	1,339	(1,339)	0%
Capital Outlay	44,000	-	44,000	-		44,000	0%	-	0	44,000	0%
Recruitment Notices	25,000	-	25,000	9,300		15,700	37%	13,464	22,764	2,236	91%
Public Notices	65,000	(8,000)	57,000	1,022		55,978	2%	-	1,022	55,978	2%
Staff Training	181,000	62,500	243,500	111,369		132,131	46%	46,997	158,366	85,134	65%
RC & Committee Meetings	22,000	-	22,000	9,343		12,657	42%	5,767	15,110	6,890	69%
RC Retreat	17,500	-	17,500	1,000		16,500	6%	14,000	15,000	2,500	86%
RC General Assembly	17,500	-	17,500	750		16,750	4%	14,250	15,000	2,500	86%

**Budget v. Actual and Encumbrances
Through February 2007**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Feb	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Other Meeting Expense	46,500	15,000	61,500	10,448	51,052	17%	7,771	18,219	43,281	30%
Miscellaneous	168,583	3,219	171,802	15,942	155,860	9%	3,360	19,302	152,500	11%
RC Meeting Stipends	130,000	-	130,000	67,945	62,055	52%	-	67,945	62,055	52%
Letter of Credit Interest	75,000	-	75,000	0	75,000	0%	-	0	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	675	325	68%	-	675	325	68%
Cash Contributions to Projects	346,839	(325,000)	21,839	(500)	22,339	-2%	-	(500)	22,339	-2%
Printing	190,000	4,500	194,500	56,476	138,024	29%	15,589	72,065	122,435	37%
Travel	305,400	18,700	324,100	142,283	181,817	44%	2,500	144,783	179,317	45%
Travel - Lod > Per Diem	3,000	-	3,000	1,431	1,569	48%	-	1,431	1,569	48%
Travel - Event Registration	28,800	-	28,800	30,630	(1,830)	106%	350	30,980	(2,180)	108%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	(42,662)	337%
RC Sponsorships	91,800	(10,000)	81,800	23,799	58,001	29%	-	23,799	58,001	29%
	5,379,519	(258,381)	5,121,138	2,464,242	2,656,896	48%	1,140,936	3,605,178	1,515,960	70%
Fringe Benefits										
Vacation Accrual Reconciliatio	-	-	-	0	0	0%	-	0	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0	0%
Compensation Awards	-	-	-	7,539	(7,539)	0%	-	7,539	(7,539)	0%
Retirement - PERS	1,958,949	-	1,958,949	1,148,857	810,092	59%	-	1,148,857	810,092	59%
Retirement - PARS	58,045	-	58,045	44,408	13,637	77%	-	44,408	13,637	77%
Health Insurance	1,185,855	(260,000)	925,855	493,535	432,320	53%	-	493,535	432,320	53%
Dental Insurance	117,067	-	117,067	58,768	58,299	50%	-	58,768	58,299	50%
Vision Insurance	39,159	-	39,159	17,378	21,781	44%	-	17,378	21,781	44%
Life Insurance	95,000	-	95,000	57,627	37,373	61%	-	57,627	37,373	61%
Medical & Dental Cash Rebat	240,000	260,000	500,000	373,099	126,901	75%	-	373,099	126,901	75%
Medicare Tax	157,977	-	157,977	85,634	72,343	54%	-	85,634	72,343	54%
Tuition Reimbursements	5,000	-	5,000	3,000	2,000	60%	-	3,000	2,000	60%
Bus Passes	23,250	(12,500)	10,750	8,360	2,390	78%	-	8,360	2,390	78%
Carpool Reimbursements	4,120	-	4,120	1,680	2,440	41%	-	1,680	2,440	41%
Bus Passes - Taxable	54,000	12,500	66,500	43,578	22,922	66%	-	43,578	22,922	66%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	2,178	99%
Misc. Employee Benefits	11,923	-	11,923	(8,138)	20,061	-68%	-	(8,138)	20,061	-68%
Unemployment Insurance	25,000	-	25,000	0	25,000	0%	-	0	25,000	0%
Deferred Comp Match	76,500	-	76,500	34,609	41,891	45%	-	34,609	41,891	45%
Benefit Administration Fees	3,500	-	3,500	1,596	1,904	46%	-	1,596	1,904	46%
	4,292,245	-	4,292,245	2,606,252	1,685,993	61%	-	2,606,252	1,685,993	61%
Other										
Soft Match Contributions	4,025,853	(50,582)	3,975,271	1,098,273	2,876,998	28%	-	1,098,273	2,876,998	28%
Exp - Local cash	165,625	5,000	170,625	11,166	159,459	7%	-	11,166	159,459	7%
Reconcile to Burden	(316,384)	388,375	71,991	0	71,991	0%	-	0	71,991	0%
	3,875,094	342,793	4,217,887	1,109,439	3,108,448	26%	0	1,109,439	3,108,448	26%
Grand totals:	46,615,259	284,526	46,899,785	15,561,314	31,338,471	33%	17,371,450	32,932,764	13,967,021	70%

Southern California Association of Governments
Agency Wide Comparison

% of Budget Spent @ 67% of year



Agencywide Year over Year Comp

Budget v. Actual and Encumbrances
General Fund Only
Through February 2007

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru		Balance	Pct of Bud		YTD Expenditures Plus		Balance	Pct of Bud
				Feb					Encumbrs			
Staff												
Salaries	31,264	82,098	113,362	115,937		(2,575)	102%		115,937		(2,575)	102%
Fringe Burden	17,239	45,269	62,508	72,228		(9,720)	116%		72,228		(9,720)	116%
Indirect Burden	51,497	137,634	189,131	202,353		(13,222)	107%		202,353		(13,222)	107%
	100,000	265,001	365,001	390,518		(25,517)	107%		390,518		(25,517)	107%
Consultant / Professional Services												
SCAG Consultant	313,050	25,000	338,050	159,104		178,946	47%	146,524	305,628		32,422	90%
Legal Services	200,000	-	200,000	21,398		178,602	11%	78,603	100,001		99,999	50%
Professional Services	-	-	-	-		-	0%	-	-		-	0%
	513,050	25,000	538,050	180,502		357,548	34%	225,127	405,629		132,421	75%
Regional Council Support												
TRAINING												
RC & Committee Meetings	25,000	25,000	50,000	-		50,000	0%	-	-		50,000	0%
RC Retreat	22,000	-	22,000	9,259		12,741	42%	5,767	15,026		6,974	68%
RC General Assembly	17,500	-	17,500	1,000		16,500	6%	14,000	15,000		2,500	86%
Other Meeting Expense	17,500	-	17,500	750		16,750	4%	14,250	15,000		2,500	86%
Miscellaneous	20,000	10,000	30,000	5,453		24,547	18%	4,352	9,805		20,195	33%
RC Meeting Stipends	21,500	-	21,500	5,504		15,996	26%	396	5,900		15,600	27%
Travel	130,000	-	130,000	67,945		62,055	52%	-	67,945		62,055	52%
Travel - Lod. > Per Diem	40,800	10,000	50,800	14,863		35,937	29%	-	14,863		35,937	29%
Travel - Event Registration	3,000	-	3,000	1,431		1,569	48%	-	1,431		1,569	48%
AMPO Board Expense	4,000	-	4,000	1,805		2,195	45%	-	1,805		2,195	45%
NARC BOARD EXPENSE	-	-	-	-		-	0%	-	-		-	0%
	3,500	-	3,500	-		3,500	0%	-	-		3,500	0%
	304,800	45,000	349,800	108,010		241,790	31%	38,765	146,775		203,025	42%
RC Special Projects and Sponsorships												
RC Special Projects	18,000	-	18,000	10,662		7,338	59%	50,000	60,662		(42,662)	337%
RC Sponsorships	91,800	(10,000)	81,800	23,799		58,001	29%	-	23,799		58,001	29%
	109,800	(10,000)	99,800	34,461		65,339		50,000	84,461		15,339	
All Other Budget Categories												
Payroll Bank Fees	4,500	-	4,500	4,090		410	91%	-	4,090		410	91%
Office Supplies	-	-	-	-		-	0%	-	-		-	0%
SCAG Memberships	22,614	-	22,614	22,614		-	100%	-	22,614		-	100%
Capital Outlay	44,000	-	44,000	-		44,000	0%	-	-		44,000	0%
Recruitment Notice	-	-	-	-		-	0%	-	-		-	0%
Letter of Credit Interest	75,000	-	75,000	-		75,000	0%	-	-		75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	675		325	68%	-	675		325	68%
Cash Contributions to Projects	346,839	(325,000)	21,839	(500)		22,339	-2%	-	(500)		22,339	-2%
	493,953	(325,000)	168,953	26,879		142,074	16%	-	26,879		142,074	16%
Grand totals:	1,521,603	1	1,521,604	740,370		781,234	49%	313,892	1,054,262		467,342	69%

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS						
DUES PAYMENT SCHEDULE						
FOR THE FISCAL YEAR 2006-07						
as of March 15, 2007						
		DUES				
	UNINC POP	ASSESSMENT				
	COUNTIES/TOTAL	2006-07	PAYMENT	BALANCE	DATE PAID	REMARKS
	POP CITIES (1)					
COUNTIES (6)						
IMPERIAL	34,621	6,150	6,150	-	08/30/06	
LOS ANGELES	1,085,502	118,247	118,247	-	08/07/06	
ORANGE	56,024	29,296	29,296	-	07/26/06	
RIVERSIDE	495,317	52,983	52,983	-	07/19/06	
SAN BERNARDINO	303,220	38,251	38,251	-	06/08/06	
VENTURA	95,798	17,342	17,342	-	07/24/06	
SUB-TOTAL	2,070,482	262,269	262,269	-		
CITIES (163)						
ADELANTO	23,418	2,045	2,045	-	07/06/06	
AGOURA HILLS	23,330	2,045	2,045	-	06/21/06	
ALHAMBRA	90,561	7,445	7,445	-	07/11/06	
ALISO VIEJO	-	-	-	-		Non-member
ANAHEIM	345,317	27,232	27,232	-	08/07/06	
APPLE VALLEY	63,853	5,403	5,403	-	05/31/06	
ARCADIA	56,320	4,821	4,821	-	05/25/06	
ARTESIA	17,311	1,574	1,574	-	06/16/06	
AVALON	3,508	372	372	-	07/06/06	
AZUSA	48,520	4,227	4,227	-	07/24/06	
BALDWIN PARK	81,226	6,727	6,727	-	07/26/06	
BANNING	27,954	2,642	2,642	-	07/11/06	
BARSTOW	23,546	2,057	2,057	-	09/14/06	
BEAUMONT	18,982	1,711	1,711	-	08/02/06	
BELL	38,961	3,484	3,484	-	11/30/06	
BELLFLOWER	77,513	6,443	6,443	-	07/11/06	
BELL GARDENS	46,310	4,053	4,053	-	06/16/06	
BEVERLY HILLS	35,969	3,261	3,261	-	06/26/06	
BIG BEAR LAKE	6,148	570	570	-	07/26/06	
BRADBURY	951	175	175	-	06/28/06	
BRAWLEY	24,042	2,095	2,095	-	07/11/06	
BREA	39,584	3,533	3,533	-	05/31/06	
BUENA PARK	81,066	6,715	6,715	-	06/08/06	
BURBANK	106,739	8,934	8,934	-	06/21/06	
CALABASAS	23,123	2,020	2,020	-	05/31/06	
CALEXICO	36,274	3,286	3,286	-	07/11/06	
CALIMESA	7,434	670	670	-	07/11/06	
CALIPATRIA	7,904	706	706	-	08/15/06	
CAMARILLO	62,739	5,316	5,316	-	07/14/06	
CARSON	98,329	8,040	8,040	-	05/31/06	
CATHEDRAL CITY	50,632	4,387	4,387	-	09/12/06	
CERRITOS	55,074	4,722	4,722	-	07/19/06	
CHINO	76,070	6,331	6,331	-	09/12/06	
CHINO HILLS	-	-	-	-		Non-member
CLAREMONT	36,636	3,310	3,310	-	06/16/06	

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS						
DUES PAYMENT SCHEDULE						
FOR THE FISCAL YEAR 2006-07						
as of March 15, 2007						
		DUES				
	UNINC POP	ASSESSMENT				
	COUNTIES/TOTAL	2006-07	PAYMENT	BALANCE	DATE PAID	REMARKS
	POP CITIES (1)					
COACHELLA	30,764	2,864	2,864	-	07/19/06	
COLTON	51,627	4,462	4,462	-	06/08/06	
COMMERCE	13,504	1,290	1,290	-	10/05/06	
COMPTON	98,802	8,077	8,077	-	08/22/06	
CORONA	144,070	11,794	11,794	-	08/15/06	
COSTA MESA	-	-	-	-		Non-member
COVINA	49,565	4,301	4,301	-	07/24/06	
CUDAHY	25,846	2,481	2,481	-	07/06/06	
CULVER CITY	40,870	3,633	3,633	-	08/14/06	
CYPRESS	48,863	4,251	4,251	-	06/08/06	
DANA POINT	-	-	-	-		Non-member
DESERT HOT SPRINGS	19,386	1,736	1,736	-	07/26/06	
DIAMOND BAR	59,953	5,093	5,093	-	07/11/06	
DOWNEY	113,607	9,466	9,466	-	06/28/06	
DUARTE	22,834	1,996	1,996	-	07/17/06	
EL CENTRO	41,030	3,645	3,645	-	06/08/06	
EL MONTE	125,832	10,395	10,395	-	07/11/06	
EL SEGUNDO	17,024	1,550	1,550	-	06/26/06	
FILLMORE	15,222	1,414	1,414	-	08/07/06	
FONTANA	160,015	13,019	13,019	-	06/16/06	
FOUNTAIN VALLEY	-	-	-	-		Non-member
FULLERTON	135,672	11,150	11,150	-	08/14/06	
GARDEN GROVE	-	-	-	-		Non-member
GARDENA	61,072	5,180	5,180	-	10/31/06	
GLENDALE	207,007	16,622	16,622	-	08/15/06	
GLENDORA	52,373	4,511	4,511	-	07/19/06	
GRAND TERRACE	12,392	1,203	1,203	-	08/02/06	
HAWAIIAN GARDENS	15,872	1,463	1,463	-	06/16/06	
HAWTHORNE	88,790	7,309	7,309	-	07/17/06	
HEMET	66,455	5,601	5,601	-	07/17/06	
HERMOSA BEACH	19,608	1,748	1,748	-	07/19/06	
HESPERIA	-	-	-	-		Non-member
HIDDEN HILLS	2,038	260	260	-	05/31/06	
HIGHLAND	50,860	4,399	4,399	-	06/16/06	
HOLTVILLE	5,918	558	558	-	06/01/06	
HUNTINGTON BEACH	200,763	16,151	16,151	-	05/31/06	
HUNTINGTON PARK	-	-	-	-		Non-member
IMPERIAL	9,567	830	830	-	06/16/06	
INDIAN WELLS	4,781	471	471	-	07/26/06	
INDIO	66,118	5,575	5,575	-	05/31/06	
INDUSTRY	804	162	162	-	05/31/06	
INGLEWOOD	118,164	9,813	9,813	-	06/01/06	
IRVINE	180,803	14,616	14,616	-	06/01/06	
IRWINDALE	1,501	212	212	-	05/25/06	
LA CANADA FLINTRIDGE	21,608	1,909	1,909	-	07/06/06	
LA HABRA	61,771	5,242	5,242	-		Not renewing
LA HABRA HEIGHTS	6,193	571	571	-	12/27/06	
LA MIRADA	50,477	4,375	4,375	-	06/08/06	
LA PALMA	16,112	1,488	1,488	-	06/08/06	
LA PUENTE	-	-	-	-		Non-member

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS						
DUES PAYMENT SCHEDULE						
FOR THE FISCAL YEAR 2006-07						
as of March 15, 2007						
		DUES				
	UNINC POP	ASSESSMENT				
	COUNTIES/TOTAL	2006-07	PAYMENT	BALANCE	DATE PAID	REMARKS
	POP CITIES (1)					
LA QUINTA	36,145	3,273	3,273	-	07/26/06	
LA VERNE	33,480	3,063	3,063	-	05/25/06	
LAGUNA BEACH	24,969	2,168	2,168	-	08/02/06	
LAGUNA HILLS	-	-	-	-		Non-member
LAGUNA NIGUEL	66,126	5,575	5,575	-	07/24/06	
LAGUNA WOODS	18,334	1,717	1,717	-	07/06/06	Revised-population chan
LAKE ELSINORE	38,045	3,422	3,422	-	07/24/06	
LAKE FOREST	78,020	6,480	6,480	-	06/08/06	
LAKEWOOD	83,674	6,913	6,913	-	07/11/06	
LANCASTER	133,703	11,001	11,001	-	06/08/06	
LAWDALE	33,458	3,063	3,063	-	09/28/06	
LOMA LINDA	21,592	1,909	1,909	-	07/26/06	
LOMITA	21,153	1,872	1,872	-	08/14/06	
LONG BEACH	491,564	38,449	38,449	-	06/08/06	
LOS ALAMITOS	12,003	1,166	1,166	-	06/08/06	
LOS ANGELES	3,957,875	277,331	277,331	-	08/02/06	
LYNWOOD	73,212	6,121	6,121	-	06/16/06	
MALIBU	13,704	1,302	1,302	-	07/11/06	
MANHATTAN BEACH	36,843	3,323	3,323	-	06/08/06	
MAYWOOD	29,596	2,765	2,765	-	07/06/06	
MISSION VIEJO	-	-	-	-		Non-member
MONROVIA	39,147	3,497	3,497	-	06/08/06	
MONTCLAIR	35,530	3,223	3,223	-	07/24/06	
MONTEBELLO	65,672	5,539	5,539	-	12/19/06	
MONTEREY PARK	64,614	5,452	5,452	-	07/26/06	
MOORPARK	35,908	3,249	3,249	-	07/26/06	
MORENO VALLEY	165,328	13,428	13,428	-	06/16/06	
MURRIETA	85,102	7,025	7,025	-	08/02/06	
NEEDLES	5,553	521	521	-	06/21/06	
NEWPORT BEACH	83,120	6,876	6,876	-	10/31/06	
NORCO	26,703	2,542	2,542	-	07/19/06	
NORWALK	110,178	9,193	9,193	-	06/08/06	
OJAI	8,153	731	731	-	05/25/06	
ONTARIO	170,373	13,812	13,812	-	05/31/06	
ORANGE	-	-	-	-		Non-member
OXNARD	188,849	15,235	15,235	-	07/14/06	
PALM DESERT	49,280	4,276	4,276	-	08/14/06	
PALM SPRINGS	45,731	4,004	4,004	-	08/15/06	
PALMDALE	136,734	11,237	11,237	-	06/26/06	
PALOS VERDES ESTATES	-	-	-	-		Non-member
PARAMOUNT	58,109	4,957	4,957	-	07/19/06	
PASADENA	146,166	11,955	11,955	-	08/02/06	
PICO RIVERA	67,288	5,662	5,662	-	05/31/06	
PLACENTIA	50,323	4,363	4,363	-	06/08/06	
POMONA	160,815	13,081	13,081	-	07/11/06	
PORT HUENEME	22,445	1,971	1,971	-	05/25/06	
RANCHO CUCAMONGA	161,830	13,155	13,155	-	09/06/06	
RANCHO MIRAGE	16,416	1,513	1,513	-	07/19/06	
RANCHO PALOS VERDES	43,525	3,843	3,843	-	07/24/06	
RANCHO STA MARGARITA	-	-	-	-		Non-member

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS						
DUES PAYMENT SCHEDULE						
FOR THE FISCAL YEAR 2006-07						
as of March 15, 2007						
		DUES				
	UNINC POP	ASSESSMENT				
	COUNTIES/TOTAL	2006-07	PAYMENT	BALANCE	DATE PAID	REMARKS
	POP CITIES (1)					
REDLANDS	70,324	5,898	5,898	-	06/01/06	
REDONDO BEACH	67,325	5,662	5,662	-	06/26/06	
RIALTO	99,242	8,114	8,114	-	08/07/06	
RIVERSIDE	285,537	22,652	22,652	-	10/31/06	
ROLLING HILLS	1,983	248	248	-	10/24/06	
ROLLING HILLS ESTATES	8,191	731	731	-	08/14/06	
ROSEMEAD	57,189	4,883	4,883	-	08/14/06	
SAN BERNARDINO	199,803	16,077	16,077	-	08/07/06	
SAN BUENAVENTURA	106,096	8,884	8,884	-	06/01/06	
SAN CLEMENTE	65,338	5,514	5,514	-	09/14/06	
SAN DIMAS	37,005	3,335	3,335	-	08/07/06	
SAN FERNANDO	24,958	2,168	2,168	-	07/06/06	
SAN GABRIEL	42,374	3,744	3,744	-	07/11/06	
SAN JACINTO	-	-	-	-		Non-member
SAN JUAN CAPISTRANO	-	-	-	-		Non-member
SAN MARINO	13,673	1,302	1,302	-	07/11/06	
SANTA ANA	-	-	-	-		Non-member
SANTA CLARITA	167,954	13,626	13,626	-	07/24/06	
SANTA FE SPRINGS	17,997	1,625	1,625	-	07/24/06	
SANTA MONICA	91,495	7,520	7,520	-	08/07/06	
SANTA PAULA	29,303	2,753	2,753	-	07/31/06	
SEAL BEACH	25,334	2,444	2,444	-	07/19/06	
SIERRA MADRE	11,146	1,104	1,104	-	06/16/06	
SIGNAL HILL	10,951	1,092	1,092	-	07/31/06	
SIMI VALLEY	121,427	10,061	10,061	-	08/07/06	
SOUTH EL MONTE	22,420	1,971	1,971	-	10/27/06	
SOUTH GATE	0	0	-	-		Non-member
SOUTH PASADENA	25,789	2,481	2,481	-	09/08/06	
STANTON	-	-	-	-		Non-member
TEMECULA	90,872	7,471	7,471	-	07/11/06	
TEMPLE CITY	-	-	-	-		Non-member
THOUSAND OAKS	127,112	10,493	10,493	-	09/08/06	
TORRANCE	147,405	12,054	12,054	-	06/16/06	
TUSTIN	70,871	5,936	5,936	-	08/22/06	
TWENTYNINE PALMS	0	0	-	-		Non-member
UPLAND	73,697	6,157	6,157	-	07/11/06	
VICTORVILLE	86,473	7,136	7,136	-	06/26/06	
VILLA PARK	-	-	-	-		Non-member
WALNUT	31,900	2,951	2,951	-	07/31/06	
WEST COVINA	112,417	9,367	9,367	-	06/16/06	
WEST HOLLYWOOD	38,036	3,422	3,422	-	06/08/06	
WESTLAKE VILLAGE	8,905	781	781	-	06/01/06	
WESTMINSTER	-	-	-	-		Non-member
WESTMORELAND	2,444	286	286	-	07/01/06	
WHITTIER	-	-	-	-		Non-member
YORBA LINDA	65,621	5,527	5,527	-	07/17/06	
YUCCA VALLEY	19,726	1,761	1,761	-	06/16/06	
YUCAIPA	49,388	4,288	4,288	-	06/28/06	
SUB-TOTAL	14,044,986	1,122,010	1,122,010	-		

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS						
DUES PAYMENT SCHEDULE						
FOR THE FISCAL YEAR 2006-07						
as of March 15, 2007						
		DUES				
	UNINC POP	ASSESSMENT				
	COUNTIES/TOTAL	2006-07	PAYMENT	BALANCE	DATE PAID	REMARKS
	POP CITIES (1)					
GRAND TOTAL	16,115,468	1,384,279	1,384,279	-		
ADD: COMMISSIONS						
RCTC		15,000	15,000	-	11/29/06	
VCTC		10,000	10,000	-	07/31/06	
OCTA		25,000	25,000	-	08/02/06	
SUB-TOTAL		50,000	50,000	0		
NEW MEMBER:						
BLYTHE		1,945	1,945			
CANYON LAKE		1,123	1,123	-	10/26/06	
PERRIS		3,800	3,800		12/05/06	
VERNON		96	96	-	09/14/06	
		6,964.00	6,964.00	-		
PECHANGA BAND OF LUISENO INDIAN		164.00	164.00	-	02/27/07	
ADJUSTED GRAND TOTAL		1,441,407	1,441,407	0		
(1) Pursuant to the SCAG by-laws, the source of populations of the counties & cities are based on the State Controllers Motor Vehicle License Fee Apportionment. Report dated 01/10/06.						
(2) 163 cities are members out of 187 possible plus 1 tribal government						
Summary:						
158 cities paid						
1 not renewing						
4 new members						
1 tribal government						
Prepared by: Betty B. Araos- 03/15/2007						

MEMO

DATE: April 5, 2007

TO: Administration Committee

FROM: Richard Howard, Internal Auditor, (213) 236-1905, howard@scag.ca.gov

SUBJECT: Update on Best Practices

BACKGROUND:

In late 1999 the Regional Council commissioned a task force of outside experts and SCAG staff to review SCAG's internal systems and practices. In May of 2000 the task force issued its Best Practices report. The report focused on six administrative divisions:

- Contracts and Purchasing
- Accounting
- Budget and Grants
- Personnel
- Internal Communications
- Information Systems

Overall, the report enumerated 257 recommendations for improvements in these six divisions. The majority of those recommendations have been implemented. The major focus of the recommendations was to codify policies and procedures, upgrade information systems and professionalize some administrative practices. For example, the development of written Personnel Policies and a Contract Procurement Manual were part of the recommendations for Personnel and Contracts. These manuals have been issued. In Internal Communications, a monthly all-staff meeting and New Employee Orientation were recommendations that have been implemented. Almost the entire number of Information Systems recommendations have been addressed by the installation of the SAP financial management information system. In Accounting, all recommendations have either been implemented or mitigated by changes in the financing of projects. The comprehensive budget development process, that is in place now, addressed the recommendations for the Budget and Grants division.

Of the original 257 recommendations, only 15 have not been put into effect. Several of these remaining recommendations will not be adopted, either because they are no longer necessary or because their adoption would be in violation of current statutory requirements.

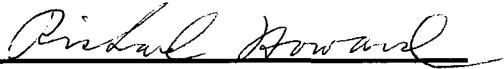
We have started a program to address the remaining recommendations and also evaluate the effectiveness of those already put into place. Concurrently, new recommendations or enhancements of the prior recommendations are being evaluated. At the June meeting of the Administration Committee, we plan to give you another update on our progress regarding Best Practices implementation and identify specific practices and procedures that we will be updating, replacing or adding.

MEMO

FISCAL IMPACT:

There is no fiscal impact.

Reviewed by:


Division Manager

Reviewed by:

Department Director

Reviewed by:


Chief Financial Officer